

Southfield MAT Trustees Virtual Meeting
Thursday 18th June 2020
Via Google Meet

Attendees: Susan Hayday, Sarah Taylor, Liz Buckley, Sian Tyler, Martin Schouten, George Dryja, Alexis Martinowsky, Jacqueline Valin, Debbie Rix
 Apologies: John Moore, Andrew Gardner, Wanda Golinska

Item	Discussion	Action
1. Welcome	<ul style="list-style-type: none"> • Susan Hayday (SH) welcomed all and outlined the purpose of the meeting – to approve the opening of Linden Lodge. • SH invited Jackie Valin (JV) to give a brief summary of how things had gone at SA with the return of more students and if there were any lessons from this. <ul style="list-style-type: none"> - JV said Year 10 were invited in this week (1/4 each day, Mon-Thu). 70% take up. - Year 12 were in during the afternoons. 50% take up although all of today's group were in. - Very pleased with how it has gone. Still have vulnerable children coming in – up to 30. - All students are following protocols i.e. 2m distancing, washing hands etc. - Year 10s have had well-being sessions in groups of eight, then core subjects – maths, English and science. They have been fed on site. Those not engaging with virtual school have been kept behind and they will do an additional session next week. Same will happen with Year 12s. - Year 12s have also had well-being sessions then have worked on their recent assessments. Next week they'll have a further well-being session and then UCAS session in preparation for Year 13. Weeks 3-5, Year 12s will have two hours of their options subjects. - Year 10 will also have option subjects for last three weeks of term. - Overall, so far, so good. 	
2. Covid-19 Risk Assessment – Linden Lodge	<ul style="list-style-type: none"> • Susan Hayday referred to the parts of the Risk Assessment that remain in red and asked Debbie Rix (DR) to explain to Trustees where the difficulties are. • DR said nursing had been an issue as nurses could not work across the zones that have been created due to cross-contamination risks. She said she'd just had a conversation with Senait who said that she should soon hear from St. George's that they'd identified a Band 6 nurse and would source another Band 6 from an agency. <ul style="list-style-type: none"> - JV informed the meeting that after DR's email about the unsuitability of Band 5 nurses, JV had written to the Chair of the Wandsworth CCG and South London CCG saying they would have to accept liability for safeguarding if Band 5 nurses were used. This may have prompted the change to Band 6 nurses. DR said she was yet to have it confirmed in writing but the nursing issue appears to have been resolved and expressed thanks to JV for her intervention. • DR said for the first week there will be capacity to open for 11 students. • Referring to the other outstanding issue, PPE, DR said LL now has access to two supply chains. There are adequate supplies to last until August. Rate of usage is still unknown but PPE will continue to be ordered on a weekly basis. 	

- DR said the guidance on use of PPE has been very unclear, so she has taken advice from Pan London Infection Control alongside two other special schools. The Band 6 nurses will be able to use the higher requirement masks. Other PPE use will be dependent on the children. Everyone will wear masks and aprons. Some staff will use head shields. DR confirmed LL has the required PPE but from September it may be a different story as it is sessional and cannot be reused i.e. there could be up to six changes per day per child, and this will grow as more children return.
- George Dryja (GD) enquired if the head shields could be cleaned and reused. DR said she had been advised they couldn't as they had an absorbent foam band which is a risk. She said gowns are reusable.
- GD asked if the nurses would come with FFP3 masks and they will be the only ones who will use them. DR said these masks will be used in instances such as intimate care, catheterisation, aerosol-generating procedures, gastro feeds etc.
- Alexis Martinowsky joined the meeting.
- DR went on to say this is the reason why the extra nurses were necessary – fewer adults to reduce transmission risks.
- Susan Hayday referred to a question from another Trustee around the arrangements for staff/student/their families who have Covid and asked about the procedures for this. DR said at the moment there is no scope to test routinely. A weekly test would be desirable for all staff. This may come in time so, in the meantime, other ways have had to be devised to deal with this.
 - Although parents aren't comfortable with this, staff will work one week on and one week off so there will be 10 days between staff being on site and then potentially having symptoms i.e. an isolation barrier.
 - In addition to the five zones in school, there will be an isolation zone. In March staff were asked if unwell to have a temperature check but this isn't ideal as staff rely only on a temperature check.
 - Pupils will go to the nursing station for a wellness check i.e. temperature, SATS and visual check. If they're unwell, or there's uncertainty, child will return home or, if any issue with that, they'll go into the isolation zone. If there are symptoms, there is strict guidance i.e. staff cannot go from one zone to another at all. Each zone has full facilities and food will be brought to the zone. A senior leader will check and trace every person who has been in the affected zone. That means only that zone will need to be shut down and staff will need to isolate for 14 days. Much of the school has been locked down. Buildings in use are isolated from each other. Staggered pick up and drop off times will be used to keep zones separate.
- DR said she'd contacted the CCG but they'd said no to regular testing. Hopefully it will happen from September which will be a great help.
- DR responded to George Dryja's question and confirmed that pupils will be checked each day.
- Regarding fire procedures, DR said current procedures will apply and these will adequately protect each zone, particularly with pupil numbers low. Designated fire zones will maintain social distancing.
- Sian Tyler (ST) asked about transport companies in the event of a suspect case. DR said that would be regarded as contact and will impact any child within that transport. Some transport companies have split children up/using taxis/parents may bring their child in. Each Local Authority has created their own Risk

Assessment and LL is working with drivers and escorts as there are different protocols now e.g. they will have to wait for instructions, rather than just coming in. LL staff will be in the car park and will be direct when transport providers can disembark pupils. Drivers are not allowed in the building.

- Alexis Martinowsky enquired about the plan in the event of defective PPE or need to shut a zone or in the event of an unplanned closure. DR said LL will open Tue-Thu initially. Monday and Friday = deep cleaning. PPE is checked. If a zone has to be shut then child will be isolated and SLT will ring each parent and transport provider, as happened in March, and would happen for any other type of emergency. Initially will have children who are relatively local, apart from one from Windsor whose parent works in central London.
- JV asked how many pupils will be in. DR confirmed 11 in week one. One child in each room and maximum three in each zone. Three staff with each child and they will need to be confident putting their training about PPE etc. into use. From week two, up to 24 children. Max three in one room and six gastrofed children on any one day and 12 requiring medication on any one day. Parental demand will be met by week 2. Families will be given two or three days. If demand increases, capacity to staff these days will be reduced.

49 children are shielding and can't come in.

There is a risk assessment for each child which needs to be signed off by school and social worker to confirm it's in the best interests of the child and child's health to come to school. This has to be signed off by the child's health team too. DR referred to one instance where a health team said it would not be in child's interest to attend. DR explained the risk assessment then goes to the LA and is signed by Parent and DR after which a start date is agreed.

- Sarah Taylor asked how long this was taking. DR said not too long. Social workers are responding within a day – more difficult if no social worker. Many health workers are on leave so, in a joint effort, DR has asked parents to identify a suitable person who can help progress these cases.
- Responding to Susan Hayday's question, DR said parents understand that staff availability will determine LL's capacity for pupils. DR said 80 staff will have been inducted but not all can work with every child. There is a bank of staff. There is a high number of BAME staff and, through induction, DR is learning how Covid has affected them and their community. Staff have lost friends, relatives etc. There is a separate BAME risk assessment and they are not expected to undertake some of the work. This is an added risk. GMB/Unison very keen not just risk assessment but actions.
- Martin Schouten asked if staff have volunteered. DR said this week was much more positive than last. A strong signal has been sent regarding getting back to work. Some staff have circumstances which mean they can't physically come in. Staff are generally very keen to come back but are anxious because of the nature of work and personal contact. The induction process goes through everything in detail to reassure staff and a debrief is held afterwards to address any worries. There are more staff available than needed for the first stage of opening. Will need to settle in first couple of weeks. In three weeks all staff will have had induction.
- SH asked if there were any further questions:

	<ul style="list-style-type: none"> - Liz Buckley (LB) asked if the latest updated Risk Assessment could be circulated to Trustees to reflect the changes to risk regarding nursing and PPE. - LB enquired about contact, support and provision for those pupils not returning to LL yet. DR said virtual school will remain – there is enough teaching capacity. Daily contact from class teacher and sometimes other specialists will continue along with remote follow up, either individually or group. DR said there will be three different provisions, each headed by a different senior leader: <ul style="list-style-type: none"> - On site provision – Sarah Norris - Virtual School – DR now but Monica Gaweda from July. - Targeted risk management for those who are shielding or cannot leave home. A clinic is being set up for them to come in safely. • Sian Tyler referenced a pre-meeting mention of a call with parents and asked if any matters had arisen from this. JV said there were no concerns and the questions were similar to those of Trustees i.e. PPE, summer, September etc. • JV said with nurses in place, the school was ready to open but the Risk Assessment would need a weekly review. DR confirmed a meeting re this takes place very Monday afternoon. • JV said she was confident LL could open up with small groups and if small groups need to take place after next week then this should be DR’s decision. Opening is important for well-being of children. • Susan Hayday asked if Trustees could signal their agreement for LL to open as outlined. All Trustees agreed and conveyed their appreciation for the detailed work done to date. • George Dryja thanked DR and the senior leadership team. He said the recovery plan would be next but that was for discussion on another day. • DR thanked JV for escalating a number of issues to get them resolved, in particular nursing, which would have been a barrier to opening if not progressed. DR said it was worth noting how pivotal nursing is for the school to function. • DR thanked Trustees and said the questions and challenge they’d posed has been welcome. • SH checked with JV that a record of this meeting was being made. Once confirmed, she closed the meeting at 2.49pm. 	<p>DR to circulate RA to Trustees</p>
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